

## COVID HOPE Fund Available for Employee Hardships

As part of the Phoenix City Council's Coronavirus Relief Fund Strategic Plan, the COVID-19 HOPE Fund is available to assist employees who are experiencing financial hardships due to the COVID-19 pandemic. The fund is designed to offer eligible participants financial aid for basic household expenses such as rent or mortgage payments, utility bills or unexpected funeral costs for immediate family members. For more information and to download the application, visit the financial assistance and loans section on the [HR Connection Employee Assistance](#) webpage.



*"I got my Covid vaccine to protect myself, my family and my friends, in hopes of being together soon." - Jesse Esquivel, Water*



## COVID-19 News

### COVID-19 Vaccine Safety Award Incentive

All city employees who submit a completed COVID vaccine card, showing the dates of all required doses received at any location, are now eligible to receive a Vaccine Safety Award of \$75. All employees who have already received the vaccine, as well as those who will receive it through calendar year 2021, are eligible. For more information on how to receive the incentive, visit [COVID Safety Awards Procedures](#) online.

### Employee COVID-19 Vaccine location change

As of April 12, the city of Phoenix Employee Driver Training Academy (EDTA), located at 3535 S. 35th Ave., south of Lower Buckeye Road, will be the new designated COVID-19 vaccine dispensing site for employees AND their household members 16 years and older. Appointments are required. Visit the [COVID Vaccine Resources](#) page for information on scheduling a COVID-19 Vaccine appointment at the EDTA.

### COVID-19 Testing Opportunities

City of Phoenix employees have access to the following testing resources:

- ◆ **City of Phoenix Employee Healthcare Clinic**, located at 1 N. Central Ave., offers COVID-19 live-virus testing for employees, regardless of health plan, during weekdays from 7 a.m. - 5:40 p.m., **by appointment only**. Click on the [Banner Health Clinic Link](#) and select "COVID Virus Testing – City of Phoenix." This is a walk-in test site only.
- ◆ **Washington Activity Center (WAC) Test Site for employees and household members:** WAC, is located at 2240 W. Citrus Way. Employees must call 602-534-0693 to schedule appointments for themselves and household members. Testing is available Tues/Thurs from 7 a.m. - 3:50 p.m. \*This site offers rapid testing with results provided while you wait, in most cases.

## Vacation Sell Back Opportunity

City of Phoenix employees have a few opportunities throughout the year to sell back vacation hours, depending on the employee's unit number. Currently, Unit 7 employees may be paid up to a maximum of forty (40) hours of accumulated vacation time when a minimum of forty (40) hours of vacation time is used by the end of May. Donated leave time does not count toward the qualifying 40 hours used.

Unit 7 employees interested in selling back vacation time, should submit a [Request for Vacation Payment](#) form to their HR liaison no later than May 3. Employees should work with a supervisor to ensure they've met the correct requirements for their work unit.

## Jobs of the Week

### Fleet Maintenance Job Series

#### Starting salary varies from \$17.28—\$24.50/hr

Public Works Department has great job opportunities throughout this job sector. Please consider referring any fleet maintenance technicians and professionals that you know.

- Equipment Service Worker II: \$17.28 - \$22.51/hr  
Job ID 39664 First review May 10 (performs routine auto maintenance and minor repairs)
- Automotive Technician: \$20.60 - \$25.52/hr  
Job ID 39662 First review May 10 (maintains, diagnoses, and repairs automotive equipment)
- Heavy Equipment Mechanic: \$24.50 - \$29.89/hr  
Job ID 39663 First review May 10 (repairs and maintains fire equipment, heavy diesel and construction equipment)

### Supervisory/Management Positions

- Fleet Maintenance Supervisor: \$55,931 - \$85,176/yr  
Job ID 39665 Closes May 10 (responsible for operation of a large fleet maintenance shop)
- Fleet Maintenance Superintendent: \$68,390 - \$104,000/yr  
Job ID 39547 Closes May 17 (oversees and coordinates fleet maintenance activities and operations for six major services centers and thirteen satellite shops around the city)

Job requirements vary by position. Visit the links below for more details.

[Check out the latest job openings here.](#)

[Check out the entire job database here.](#)

## Leave Donations

If you are interested in donating vacation or comp time, please log into eCHRIS, navigate to the following path: Employee Self Service, Leave, Donate Leave and fill out the requested information. Employees in the Fire Department will need to contact the Fire Department HR Section to donate leave. To see a list of the employees accepting leave donations, visit the [Leave Donation website](#).

### Did You Know?



The city's Benefits Office offers a wide variety of wellness classes for employees. You can access Benefits and Wellness training and information resources from the [Well-Being Webinar Library](#).

## National Fair Housing Month Virtual Report



As April comes to a close, learn more about National Fair Housing Month and the Equal Opportunity Department (EOD) by [watching this video](#). For more information about EOD services, visit [Phoenix Equal Opportunity Department](#) online.

# Summer Youth Opportunities and Information

## Paid Summer Internship Program is Looking for Youth and Young Adult Candidates Now



Do you know a youth or young adult seeking employment this summer? Paid employment opportunities are now open for youth and young adults located within the city through the Phoenix Youth RISE Summer Youth Employment program. Interested youth and young adults looking to gain real-world work experience can apply online at [Phoenix.gov/HR](https://phoenix.gov/hr).

Interns gain work experience as they help participating Phoenix employers complete projects, jump-start new ones or catch up on work that may have been set aside during the long days of the pandemic. Phoenix Youth RISE offers 80 summer intern hours for four weeks through the months of June and July. The program connects employers with youth and young adults who have undergone skills training and work-readiness preparing them to

work up to 20 hours per week.

### Opportunities for external employers and city departments...

There are still opportunities for employers to offer internships through the program. The city pays all training and wage costs for employers. Email [PWCYouthPrograms@Phoenix.gov](mailto:PWCYouthPrograms@Phoenix.gov) for more information or visit [ARIZONAatWORK.com/Phoenix](https://ARIZONAatWORK.com/Phoenix) to download the Phoenix Youth RISE flier.

City departments seeking to hire a youth this summer can contact [abby.garcia@phoenix.gov](mailto:abby.garcia@phoenix.gov) for more information.

## Historic Preservation Office Hosts Phoenix Asian American Heritage Tour Online

The Planning & Development Department's Historic Preservation (HP) Office is hosting a live virtual event in honor of Asian/Pacific American Heritage Month and Historic Preservation Month!

Explore the contributions of our Asian American communities and learn how to create your own *Story Map*. The Asian American Historic Property Survey, completed in 2006, documents important places highlighting Phoenix's Asian American heritage. Join us and explore the properties and stories of the places and the people who helped shape Phoenix into the city that we see today through the city's Asian American Heritage Story Map. The HP Office will also provide a quick tutorial on using ArcGIS story maps to build your own!

**[Register for the Webex](#)** on Thursday, May 13th, at 1:30 pm.

Join us and receive TRIPLE diversity training credits under the city's Equal Opportunity Plan. Your attendance will count toward your departmental goals.

Email [crystal.carrancho@phoenix.gov](mailto:crystal.carrancho@phoenix.gov) for more information.

## Registration Opens for Swim Lessons



Registration for swim lessons opens on **May 13 at 4:30 p.m.**

All swim lessons are **FREE** and will be offered to youth ages 3 to 12 only.

The format for swim lessons has been modified due to COVID-19 protocols. Adult lessons, water aerobics, swim and dive teams, water basketball league and other special events in the aquatics program will not be offered during summer 2021.

Due to COVID-19 protocols, the number of classes and number of students in a class have been reduced. The format, schedule and registration process for lessons offered this summer also has been modified.

For more information about summer swim lessons, visit the [Aquatics Program](#) online.

## 2021 Arizona CIO of the Year Award

Congratulations to the city's Chief Information Officer (CIO) Matthew Arvay for being named Arizona CIO's 2021 Arizona CIO of the Year® ORBIE® Award winner in the public sector category. The ORBIE Awards is the premier technology executive recognition program in the United States and honors chief information officers who have demonstrated excellence in technology leadership. For more information, visit the [PHXNewsroom](#) to read the entire article online.



(CIO) Matthew Arvay for being named Arizona CIO's 2021 Arizona CIO of the Year® ORBIE® Award winner in the public sector category. The ORBIE Awards is the premier technology executive

## Saving for Retirement vs. Saving for College

Managing personal finances can be tough. One of the toughest financial decisions a parent may face is whether to save money for their child's college expenses or for their own retirement. A recent survey by T. Rowe Price shows that respondents were almost equally divided on this topic. A majority of the survey respondents (53%) make saving for children's college the priority, the remaining 47% contribute to their own retirement accounts first. So, who is right?

Here are some considerations from respected financial websites to help you decide:



- ◆ There is no guarantee that kids will go to college.
- ◆ There is a 100% chance that one day you will stop working and will need to have retirement savings.
- ◆ College is typically four years; your retirement may last 20 years - hopefully longer.
- ◆ Studies show that students who help pay for their education achieve higher GPA's.
- ◆ Starting at a community college and transferring to a university can help reduce college costs.

For more information about saving for retirement, visit [Deferred Compensation \(phoenixdcp.com\)](#).

## NFBPA Call for Board Members



We're looking for a few good people to join the NFBPA Central Arizona Chapter (CAC) board.

Would you like to learn how you can serve our members while making a positive impact on the community we serve? You can join us at the May 17 virtual board member interest meeting by submitting your [RSVP to Kweilin.Waller@phoenix.gov](mailto:RSVP to Kweilin.Waller@phoenix.gov) to get answers to your questions. For more information about NFBPA, visit the CAC [website](#).



**Register for  
Webex Device Training**

## Virtual Webex Device Training Now Available

Did you know Cisco Webex devices have been installed in conference rooms across the city for virtual and hybrid meetings? Employees can learn how to operate a Webex device by registering for a virtual training session now through May 13. For session dates, times and descriptions, please visit the [Webex Device Training Hub](#). The Webex resources page provides quick how-to videos, user guides and more.